

BUS AIDE

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Under the supervision of the Bus Driver, this position performs responsible work assisting with the safe transportation of students/passengers between specified locations such as to/from schools, established bus stops, homes/neighborhoods, special events, field trips, work programs, speech/counseling specialists, or other locations.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assist the safe transportation of students.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists with loading, securing, transporting and unloading students.
- Operates the controls on wheelchair lift-equipped buses.
- Lifts and secures wheelchairs, car seats and other devices.
- Provides help to the school bus driver in maintaining discipline.
- Assists the driver with the security of students on school buses and maintains adequate discipline.
- Assists driver in preparing for and performing periodic emergency bus evacuation drills; instructs passengers on emergency exit procedures.
- Assists substitute drivers with route, stops, and record keeping when necessary.
- Communicates with supervisor, employees, other departments, county officials, school officials, students, parents, mechanics, the public, outside agencies, and other individuals as needed to assist with coordinating work activities, review status of work, exchange information, address disciplinary issues, or resolve problems.
- Maintains a comprehensive, current knowledge of traffic laws, safety regulations, and other applicable laws, policies, procedures, and regulations; attends workshops and training sessions as appropriate.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of Local, State and Federal traffic laws. General knowledge of the transportation of students; some knowledge of transporting handicapped students; ability to assist students with patience and understanding; ability to establish and maintain effective working relationships with school officials, students and parents; ability to follow oral and written directions; and sufficient strength to move, lift, and secure students and equipment.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

PHYSICAL REQUIREMENTS:

This is medium work requiring the ability to lift, pull or drag fifty (50) pounds occasionally, up to 20 pounds frequently, and up to 10 pounds constantly to move objects; work requires sitting, climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and repetitive motions, use hands to handle or feel objects, tools, or controls; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; and visual inspection involving small defects and/or small parts and observing general surroundings and activities. The employee must be able to smell smoke, fuel, and other odors.

The employee must have sufficient strength and agility to move, lift and secure students weighing up to 50 pounds in passenger safety restraint systems and with assistance move, lift and secure students weighing 50 – 100 pounds. In addition, the employee must be able to exit and reenter the bus through the emergency door to assist students off the bus in emergency situations

SPECIAL REQUIREMENTS:

- Must be at least eighteen years of age.
- Hold a high school diploma, G.E.D., or any combination of education and experience equivalent to graduating from high school preferred.
- Must complete the Bus Aide training course provided by the Office of Transportation Services.
- Successfully pass a pre-employment drug screening test.
- Must complete internal American Heart Association CPR and First Aid certification program annually.
- Must maintain valid CPR and First Aid certifications.
- Must pass a yearly physical examination for satisfactory health

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.